

3 September 1988

MEMORANDUM FOR THE RECORD

SUBJECT: Classification Review Branch Logging Requirements

1. On 2 September 1988 C/ISD, DC/ISD, C/CRB and C/PSB met at 1330 to discuss the Classification Review Branch (CRB) present and future logging requirements.

2. CRB's logging requirements at the present time include:

- a. Summaries of Agency Employment (SAEs)
- b. Foreign Relations of the US (FRUS) manuscripts
- c. Publications Review Board (PRB) manuscripts,
- d. Ad hoc requirements
 - 1) Histories as received from the DCI History Staff
 - 2) Oral Histories as received from OTE
 - 3) Systematic Review mandatory requests as received from DoD
 - 4) Individual manuscripts review requests received from other federal agencies (Departments of Defense, State, and Energy, etc.).
 - 5) Damage assessments

CRB is presently utilizing the Wang Alliance to record all SAEs, FRUS, and PRB manuscripts, and historical records retrieved from AARC for accountability purposes charged out to Agency components for review.

3. The IPS system was developed to record and track all FOIA/PA/EO requests received from the public, presidential libraries, other government agencies, and to produce statistical data to forward to Congress. It was decided at the meeting in order to control and monitor those classification reviews that do meet this criteria to enter them into the IPS system. All other CRB logging requirements will either stay in the Wang Alliance system or not be controlled at all. The Historical Review Program logging requirements will continue to be logged in the Wang system for the present time. The Wang Administrator will review the HRP logging requirements to see if the visual memory application could be utilized to provide HRP with statistical reporting; possibly this program should have a separate system. A breakdown of CRB's logging requirements as finalized in the meeting is described below:

- a. SAE's would not be logged at all. Only a copy of the cover sheet would be maintained in a file and destroyed after three months.

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b. All FRUS classification reviews are to be logged into the present IPS system as follows:

Logged as an Executive Order "E" number

Requester: Department of State

Subject: FRUS and State Department No., etc.;

No count of documents or pages is required for the EO report in the present IPS system.

All FRUS files will be retained in CRB once the case file is finalized; i.e., the Mailing Desk has forwarded the final letter to the Department of State and the Logging Section has closed the case in the IPS automated system. The Logging Section will then pass the case file to the CRB/IA for filing. C/PSB will review the OIT Record Schedule to see if FRUS has been included as an item for disposition. CRB will update the FRUS handling procedures and disseminate to appropriate people. CRB will not maintain a log on the Wang Alliance system. All tracking will be entered into the IPS system.

3. PRB manuscripts will continue to be logged into the Wang Alliance system.

4. All other manuscripts (with exception of PRB), classification reviews; i.e., systematic, individual, etc., will be logged into the present IPS system as an Executive Order "E." PSB will continue to provide two Xerox copies until such time as resources are limited and then the IA will be responsible for Xeroxing one additional copy. A document and page count are not required at this time. To identify these categories for search and retrieval purposes the Logging Section will include the following in the subject line:

Subject: Manuscript - _____

Subject: ?CLSRV - _____

Subject: FRUS - _____

CRB logging requirements for the new IPS system include one additional code "C" for classification reviews. All ad hoc requirements, damage assessments, FRUS, manuscripts, litigations, etc., will be logged as an "C". There are no present statistical reporting requirements for this new code. However, the new code should have the capability to generate any statistical data necessary to produce reports.

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Distribution:

Original - IPS System

1 - C/ISD

1 - DC/ISD

1 - C/CRB

1 - C/PSB

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UNCLASSIFIED

26 August 1988

MEMORANDUM- FOR: [redacted]
Chief/PSB/ISD

FROM: [redacted]
Chief/CRB/ISD

SUBJECT: CRB/EORS Logging Requirements on
IPS/VM System

1. The Executive Order Review Section of the Classification Review Branch has three logging systems presently being used in the Wang Alliance word processing systems which probably could be more effective if transferred onto the IPS system with its computing capabilities. We also envision the creation of a fourth system which also should be considered for use on the IPS.
2. The three present logging systems in the Alliance are for maintaining control and monitoring for the Summaries of Agency Employment (SAEs), the Foreign Relations of the US (FRUS) manuscripts, and the Publications Review Board (PRB) manuscripts. We also have a need to create a fourth logging system for all ad hoc requirements received which include: a) Histories as received from the DCI History Staff; b) Oral Histories as received from OTE; c) Systematic Review mandatory requests as received from DoD, and d) individual manuscript review requests as received from other federal agencies including the Departments of Defense, State, and Energy.
3. The number of data fields for each log varies as does the amount of space required for each element of information. For the SAE log we presently maintain information to identify the control number, the date received, the date answered, the employee's name, and the name of the reviewer. For the FRUS log we presently maintain only the date received, the title, the date to reviewer, and the name of the reviewer. We would require, in addition, the component tasking and date, the component response determination and date, the final letter date, and the grant code determination. This is a relatively new log and we still have an older paper log of past information which would have to be manually input. The PRB Manuscript log, and the anticipated ad hoc manuscript log, have data elements which include control number, name of author, date received, suspense date, date answered, manuscript title, and name of reviewer. We would also anticipate the need for additional fields to include grant codes and/or review determinations, page counts, and reviewing hours and be able to obtain calculations on the last two named elements.
4. Enclosed are sample extracts from our present logging systems giving a general sense of the number of spaces required for each field.
5. If you have any questions on this branch's needs, please do not hesitate to contact us.

THE HRS LOG SYSTEM

1. EACH CASE HAS A DISTINCT LOG, E.G., "MURPHY COLLECTION LOG" AND "HISTORY COLLECTION LOG".

2. EACH FOLDER IS LOGGED UNDER 11 CATEGORIES AS FOLLOWS:

"JOB"

(THE RECORDS CENTER JOB NUMBER)

"BOX"

(THE RECORDS CENTER BOX NUMBER)

"FOLDER/TITLE"

"COMPONENT"

(THE AGENCY ELEMENT THAT "OWNS" THE DOCS)

"DATE IN HRS"

"DATE TO REVIEWER"

"REVIEWED BY"

"TO"

"DATE"

THE LAST TWO CATEGORIES TRACK FOLDERS AS THEY GO TO AGENCY ELEMENTS FOR COORDINATION AND RETURN TO HRS, UP TO FINAL DISPOSITION AT NARA.

"GRANT CODE"

(A 3-CHARACTER FIELD IN WHICH WE ENTER "DIF" FOR DENIED IN FULL, "RIP" FOR RELEASED IN PART, OR "RIF" FOR RELEASED IN FULL.)

"COMMENTS"

(A WIDE FIELD FOR AD HOC COMMENTS.)

MEMORANDUM FOR: ISD
FROM: CRB
SUBJECT: Procedure for Handling State Department Referrals
of FRUS Manuscripts

1. The Department of State regularly submits for classification review documents proposed for inclusion in its historical series, Foreign Relations of the United States (FRUS). These requests are forwarded via C/ISD and are processed by CRB. The case files are then retained by CRB until the FRUS is published, at which time they are destroyed except for any notes which might be of permanent interest: the records are not considered permanent, and are not retired to Agency archives. For purposes of accountability these requests are logged in by ISD, and the final response is logged out. TS material is processed by the TS Control officer.

2. ISD

Log in and assign an "E" number
Make one xerox copy of all documents and prepare case file.
The requester is "State Department" (not name of requesting official)
The Subject is: FRUS Volume --, 19__ -19__, (Title, eg. "National Security Affairs", "Western Europe and Canada", etc.)
Forward to CRB for action

3. CRB

Log in CRB Frus Log by Subject and Title, and include E number in parens
Action section is EOR, which will handle all internal coordination.
Do not treat as EXO material.
Files are to be retained in FRUS safes in CRB when not being worked on.
Log internal coordinations in and out of CRB
When final response to State is forwarded to C/ISD for signature a notation will be put on routing sheet requesting that file be returned to CRB. A copy of letter will be sent to IA/CRB to remind IA to see that file is not retained with rest of EO cases.

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